

Property Address: \_\_\_\_\_

City State Zip

Agent Name: \_\_\_\_\_ Date Listed: \_\_\_\_\_ Listing Number: \_\_\_\_\_

*Property Subtype <input type="checkbox"/> Multifamily	*Agent ID _____ *Office ID _____ Co-Agent ID _____ Co-Office ID _____  *Photos provided by <input type="checkbox"/> Agent <input type="checkbox"/> Photographer <input type="checkbox"/> Seller <input type="checkbox"/> None	*Asterisk Denotes Required Field* *Blue Required by 1/7/19 *Green Required by 12/4/18
*Status <input type="checkbox"/> New		*SID <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, SID Number: _____

*County _____ *Address# _____ Direction _____ *Street Name _____ *Street Type _____ Post Direction _____ Unit# _____ *City _____ *State _____ *Zip Code _____ *Parcel # _____ Subdivision _____	*Basement <input type="checkbox"/> Yes <input type="checkbox"/> No Basement % _____ *Walk Out Basement <input type="checkbox"/> Yes <input type="checkbox"/> No
	If County or City is not listed, contact GPRMLS Office

*Listing Price _____ *Lot Included in Price <input type="checkbox"/> Yes <input type="checkbox"/> No *List Date _____ (Date on Listing Agreement) *Expiration Date _____	Protective Covenants <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Restrictions <input type="checkbox"/> Airport Environs Dis <input type="checkbox"/> Capitol Environs Dis <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Other <input type="checkbox"/> Planned Unit Development *Special Assessments <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: *Special Assessment Source _____ *Special Assessments Amount _____
Block Number _____ Block Direction _____	

*Conversion <input type="checkbox"/> Yes <input type="checkbox"/> No *HOA <input type="checkbox"/> Yes <input type="checkbox"/> No (Replaced Assessments) If yes: HOA *Fee _____ HOA *Fee Term <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually  HOA. HOA Includes <input type="checkbox"/> 1. Not Applicable <input type="checkbox"/> 12. Heating <input type="checkbox"/> 2. Ext Maintenance <input type="checkbox"/> 13. Air Conditioning <input type="checkbox"/> 3. Lawn Care <input type="checkbox"/> 14. Water <input type="checkbox"/> 4. Security <input type="checkbox"/> 15. Other <input type="checkbox"/> 5. Pool Access <input type="checkbox"/> 6. Club House <input type="checkbox"/> 7. Snow Removal <input type="checkbox"/> 8. Lake <input type="checkbox"/> 9. Insurance <input type="checkbox"/> 10. Tennis <input type="checkbox"/> 11. Common Area Mnt	*Legal Description (100 Char) _____ _____ _____ * Lot Dimensions (Actual, not Irreg.) (45 Char) _____ *Lot Dimension Source <input type="checkbox"/> Assessor <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Measured <input type="checkbox"/> Other <input type="checkbox"/> Public Records
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*Total # of Units _____ *# of Parking Spaces _____ *Garage Spaces _____ *GAR. Garage Type <input type="checkbox"/> 1. Attached <input type="checkbox"/> 6. Carport <input type="checkbox"/> 2. Detached <input type="checkbox"/> 7. Off Street Park <input type="checkbox"/> 3. Built-In <input type="checkbox"/> 8. Heated <input type="checkbox"/> 4. Tandem <input type="checkbox"/> 9. None <input type="checkbox"/> 5. Underground	Garage Rent (High) _____ Garage Rent (Low) _____ *# of A/C Units _____ *# of Electric Meters _____ *# of Fireplaces _____ *# of Furnaces _____ *# of Gas Meters _____
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<p>*Annual Expense Source</p> <p><input type="checkbox"/> Accountant Provided</p> <p><input type="checkbox"/> Estimated</p> <p><input type="checkbox"/> Limited Info.</p> <p><input type="checkbox"/> Not Available</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Owner Provided</p> <p><input type="checkbox"/> Pro Forma Available</p> <p><input type="checkbox"/> Projected</p> <p><input type="checkbox"/> Tax Return</p>	<p>Annual Exp. Year End _____</p> <p>Insurance Expense _____</p> <p>Maintenance Expense _____</p> <p>Management Expense _____</p> <p>Operating Expense _____</p> <p>Other Expenses _____</p> <p>Services Expense _____</p> <p>Utility Expense _____</p> <p>Annual Garage Income _____</p> <p>Annual Laundry Income _____</p> <p>Effective Gross Income _____</p> <p>Gross Op Income _____</p> <p>Net Op Income _____</p> <p>Other Income _____</p> <p>Scheduled Gross Income _____</p> <p>Vacancy Loss _____</p>	<p>*Tax Amount _____ <input type="checkbox"/> Partial <input type="checkbox"/> Full 2</p> <p>*Tax Year _____ *Year Built _____</p> <p>Tax Database ID <input type="checkbox"/> CRS Tax - IA <input type="checkbox"/> CRS Tax - NE</p> <p>Tax ID (Auto-filled)</p> <hr/> <p>*New Construction</p> <p><input type="checkbox"/> Completed (Never Occupied)</p> <p><input type="checkbox"/> NOT New, Not a Model</p> <p><input type="checkbox"/> Under Construction</p> <p>Estimated Completion Date _____</p> <hr/> <p>*Lot Size Range</p> <p><input type="checkbox"/> Up to ¼ Acre <input type="checkbox"/> Over 10 up to 20 Acres</p> <p><input type="checkbox"/> Over ¼ up to ½ Acre <input type="checkbox"/> Over 20 up to 40 Acres</p> <p><input type="checkbox"/> Over ½ up to 1 Acre <input type="checkbox"/> Over 40 Acres</p> <p><input type="checkbox"/> Over 1 up to 5 Acres <input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Over 5 up to 10 Acres</p>
<p>*School District _____</p> <p>Grade Schools _____</p> <p>*Jr. High School _____</p> <p>*High School _____</p>	<p>*Non Standard Form</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Agent Has Equity</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>*Commission Compensation Code _____</p>	<p>*REO (Bank etc owned)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Broker Ad Number _____</p> <p>Determined by Broker</p> <p>Neigh Rev Strat Area <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*NIFA Target Area <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Branded Virtual Tour (Formerly Virtual Tour)</p> <p>_____</p> <p>Unbranded Virtual Tour</p> <p>_____</p>	
<p>*Agreement Type</p> <p><input type="checkbox"/> Compensation Agreement</p> <p><input type="checkbox"/> ERTS w/Reserved Prospect</p> <p><input type="checkbox"/> ERTS w/Var. Rate Compensation</p> <p><input type="checkbox"/> Exclusive Agency</p> <p><input type="checkbox"/> Exclusive Right to Sell</p>		

**UNIT INFORMATION**

\*Square Footage Source    Assessor    Other    Plans

	# Units This Type	Total rooms	*# Bedrooms Conform- ing	#Full Bath	# Part Bath	Square Feet	# of Fire- places	# Floors In Unit	*Monthly Rent	Leased Y/N	Occupied O,T,V
Type 1											
Type 2	UT1	U1RM	U1BR	U1FB	U1PB	U1SF	U1FP	U1FL	U1RN	U1LE	U1OC
Type 3	UT2	U2RM	U2BR	U2FB	U2PB	U2SF	U2FP	U2FL	U2RN	U2LE	U2OC
Type 4	UT3	U3RM	U3BR	U3FB	U3PB	U3SF	U3FP	U3FL	U3RN	U3LE	U3OC
Type 5	UT4	U4RM	U4BR	U4FB	U4PB	U4SF	U4FP	U4FL	U4RN	U4LE	U4OC
Type 6	UT5	U5RM	U5BR	U5FB	U5PB	U5SF	U5FP	U5FL	U5RN	U5LE	U5OC
Type 7	UT6	U6RM	U6BR	U6FB	U6PB	U6SF	U6FP	U6FL	U6RN	U6LE	U6OC
Type 8	UT7	U7RM	U7BR	U7FB	U7PB	U7SF	U7FP	U7FL	U7RN	U7LE	U7OC
Type 9	UT8	U8RM	U8BR	U8FB	U8PB	U8SF	U8FP	U8FL	U8RN	U8LE	U8OC
Type 10	UT9	U9RM	U9BR	U9FB	U9PB	U9SF	U9FP	U9FL	U9RN	U9EL	U0OC
	UT10	U10RM	U10BR	U10FB	U10PB	U10SF	U10FP	U10FL	U10RN	U10LE	U10OC

**UNIT FEATURES NEXT PAGE**

FEATURES

	Rooms	Appliances	Interior Features	Heat Type	Heat Fuel	Cooling	Rent Includes
Type 1							
Type 2	A	B	C	D	E	F	G
Type 3	H	I	J	K	L	M	N
Type 4	O	P	Q	R	S	T	U
Type 5	V	W	X	Y	Z	ZA	ZB
Type 6	AA	AG	AM	AS	AY	BE	BK
Type 7	AB	AH	AN	AT	AZ	BF	BL
Type 8	AC	AI	AO	AU	BA	BG	BM
Type 9	AD	AJ	AP	AV	BB	BH	BN
Type 10	AE	AK	AQ	AW	BC	BI	BO
	AF	AL	AR	AX	BD	BJ	BP

- |                 |                    |                      |               |                 |                |              |
|-----------------|--------------------|----------------------|---------------|-----------------|----------------|--------------|
| 1. Living       | 1. Range           | 1. Central Vac       | 1. Forced Air | 1. Gas          | 1. Central Air | 1. Heat      |
| 2. Dining       | 2. Oven            | 2. Security System   | 2. Heat       | 2. Electric     | 2. Wind Air    | 2. Electric  |
| 3. Kitchen      | 3. Refrigerator    | 3. Cable Avail       | 3. Gravity    | 3. Oil          | 3. Heath Pump  | 3. Gas       |
| 4. Family Room  | 4. Freezer         | 4. Wetbar            | 4. Baseboard  | 4. Propane      | 4. Zoned       | 4. Water     |
| 5. Laundry      | 5. Dishwasher      | 5. Intercom          | 5. Radiant    | 5. Solar        | 5. Other       | 5. Hot Water |
| 6. Laundry Hkup | 6. Disposal        | 6. Walkup Attic      | 6. Wall       | 6. Water Source | 6. None        | 6. Garage    |
| 7. Basement     | 7. Compactor       | 7. Attic Exh Fan     | 7. Wood       | 7. Wood         |                | 7. Other     |
| 8. Rec Room     | 8. Microwave       | 8. Whole House Exh   | 8. Hot Water  | 8. Other        |                | 8. None      |
| 9. Studio       | 9. Indoor Grill    | 9. 9'+ Ceiling       | 9. Steam      | 9. None         |                |              |
| 10. Loft        | 10. Icemaker       | 10. Fire Sprinkler   | 10. Zoned     |                 |                |              |
| 11. Other       | 11. Water Softener | 11. Power Humidifier | 11. Other     |                 |                |              |
|                 | 12. Washer         | 12. Electronic Air   | 12. None      |                 |                |              |
|                 | 13. Dryer          | 13. Modified         |               |                 |                |              |
|                 | 14. Other          | 14. Exercise Room    |               |                 |                |              |
|                 | 15. None           | 15. Two Story Entry  |               |                 |                |              |
|                 |                    | 16. Other            |               |                 |                |              |
|                 |                    | 17. None             |               |                 |                |              |
|                 |                    | 18. Zero Step Entry  |               |                 |                |              |

**FEATURES (CHECK ALL THAT APPLY IN THIS SECTION)**

**AP. Appliances Included**

- 1. Range       10. Ice Maker
- 2. Oven       11. Water Softener
- 3. Refrigerator  12. Washer
- 4. Freezer     13. Dryer
- 5. Dishwasher  14. Convection Oven
- 6. Disposal    15. Cooktop
- 7. Compactor  16. Other
- 8. Microwave  17. None
- 9. Indoor Grill

**\*EF. Exterior Features**

- 1. Porch       17. Decorative Lighting
- 2. Patio       18. Tennis Court
- 3. Enclosed Porch  19. Satellite Dish
- 4. Enclosed Patio  20. Accessible
- 5. Covered Deck  21. Bus Service
- 6. Deck/Balcony  22. Drain Tile
- 7. Storm Cellar  23. Gas Grill
- 8. Hot tub/Spa  24. Golf
- 9. Pool In-Ground  25. Hike/Bike Trail
- 10. Pool Above Grnd  26. Playground
- 11. Dog Run     27. Volleyball Court(s)
- 12. Horse Permitted  28. Zero Step Entry
- 13. Storage Shed  29. Other
- 14. Out Building  30. None
- 15. Sprinkler Sys
- 16. Greenhouse

**\*EX. Exterior**

- 1. All Brick       11. Brick/Other
- 2. Stone       12. Log
- 3. Alum Siding     13. Shingle
- 4. Steel Siding     14. Cement Board
- 5. Vinyl Siding     15. Asbestos
- 6. Hardboard       16. Block
- 7. Wood       17. Frame
- 8. Wood Shingle     18. Pour Concrete
- 9. Stucco       19. Other
- 10. Asphalt

**\*FN. Fence**

- 1. Chain Link       6. Iron
- 2. Wood       7. Other
- 3. Full       8. None
- 4. Partial
- 5. Privacy

**\*FT. Financing Terms Accepted**

- 1. Private Financing  6. Cash
- 2. VA       7. USDA
- 3. FHA       8. Seller Assistance
- 4. Conventional     9. Other
- 5. Loan Assumption

**\*HF. Heating Fuel**

- 1. Gas       6. Water Source
- 2. Electric       7. Wood
- 3. Oil       8. Other
- 4. Propane       9. None
- 5. Solar

**\*HT. Heating Type**

- 1. Forced Air       8. Hot Water
- 2. Heat Pump       9. Steam
- 3. Gravity       10. Zoned
- 4. Baseboard       11. Other
- 5. Radiant       12. None
- 6. Wall
- 7. Wood Assist

**\*CL. Cooling**

- 1. Central Air     4. Zoned
- 2. Window Air     5. Other
- 3. Heat Pump     6. None

**IN. Interior Features**

- 1. Central Vac       18. Laundry Facilities
- 2. Security System  19. Sauna
- 3. Cable Avail       20. Sump Pump
- 4. Wetbar       21. Zero Step Entry
- 5. Intercom       22. Other
- 6. Walk-Up Attic     23. None
- 7. Attic Exh Fan
- 8. Whole House Exh
- 9. 9'+ Ceiling
- 10. Fire Sprinkler
- 11. Power Humidifier
- 12. Elect. Air Filters
- 13. Accessible
- 14. Exercise Room
- 15. Two Story Entry
- 16. Elevator
- 17. Game Room

**\*FD. Foundation Details**

- 1. Poured Concrete  5. Tile
- 2. Slab       6. Brick/Mortar
- 3. Concrete Block  7. Other
- 4. Stone       8. None

**LT. Lot Features**

- 1. Alley       6. Pond
- 2. Corner Lot       7. Private Roadway
- 3. Cul-De-Sac       8. Sloped
- 4. Irregular       9. Trackage
- 5. Level       10. Waterfront

\*OW. Ownership Type  
 1. Fee Simple       4. Cooperative  
 2. Condominium  
 3. Leasehold

\*SW. Sewer And Water  
 1. Public Water       6. Private Sewer  
 2. Private Water       7. Septic  
 3. Rural Water       8. Other  
 4. Well  
 5. Public Sewer

\*RF. Roof Type  
 1. Composition       8. Insulated  
 2. Wood Shingle       9. Built-Up  
 3. Flat       10. Asbestos Shingle  
 4. Tile       11. Rock  
 5. Slate       12. Shake  
 6. Metal       13. Other  
 7. Membrane

UT. Utility Connections  
 1. For Gas Ranges       6. For Electric Dryer  
 2. For Gas Oven       7. Icemaker Connection  
 3. For Gas Dryer       8. Washer Hookup  
 4. For Electric Range       9. Varies Per Unit  
 5. For Electric Oven       10. Unknown

PY. Payment Includes  
 1. Tax Included       3. MIP/PMI Include  
 2. Insurance Included       4. None

**SHOWING INFORMATION**

Showing Contact Type  Agent  Broker  Other  Seller  Showing Service  
 \*Showing Phone Number \_\_\_\_\_  
 \*Showing Instructions (500 Char) (Moved from Features) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Directions to Property (250) \_\_\_\_\_

**REMARKS**

These remarks are to only promote the property. Not allowed: Agent name, phone number, etc.  
**Public Remarks** (1000 Characters Max) (Syndication Remarks are auto populated) \_\_\_\_\_  
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These remarks are the ones to be seen by other real estate agents.  
**Agent Remarks** (1000 Characters Max) \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

These remarks are the ones to be seen by other agents within your firm (including all firm branches).  
**Office Only Remarks** (200 Characters Max) \_\_\_\_\_  
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